

- CLASSIFIED PERSONNEL -

Sick Leave

NUMBER OF DAYS

All full-time classified personnel shall be entitled to ten (10) days of sick leave with pay per year.

Persons employed for less than a full year contract shall receive a prorata part of the authorized sick leave days calculated to the nearest 1/2 day.

Persons employed on a full year contract but scheduled for less than a full work day shall receive the authorized sick leave days equivalent to their normal working day.

ACCUMULATION

Sick leave days not taken during the school year in which they were granted shall accumulate without limitation to the credit of the classified employee to whom they were granted.

DEFINITION

Sickness shall mean personal illness, including illness or temporary disabilities arising from pregnancy.

FAMILY ILLNESS/MOURNING

Sick leave can also be taken for illness in the immediate family or for the purpose of mourning a member of the employee's immediate family. Immediate family shall mean the employee's spouse, children (including stepchildren and foster children), grandchildren, daughters-in-law and sons-in-law, brothers and sisters, parents, spouse's parents, grandparents, and spouse's grandparents, without reference to the location or residence of said relative and any other blood relative who resides in the employee's home.

Accumulated days of sick leave shall be granted to a classified employee under the provisions of KRS 161.155.

USE OF SICK LEAVE FOR EMERGENCY PURPOSES

Employees may use up to **two (2)** days sick leave per school year for emergency purposes pursuant to KRS 161.152 and the following:

- **Death of a relative or personal friend.**
- **Personal disasters of the magnitude of tornadoes, fires, floods, etc. This applies only in cases not covered by sick leave.**
- **Appearances as a witness or to produce documents when the employee's presence is required by subpoena. This is not to include appearances in actions in which the employee is a party and the subpoena is obtained by or on behalf of the employee. This also does not include jury duty. (See Policy 03.2237.)**
- **Such other reasons of an emergency, extraordinary nature or personal matter as approved by the Superintendent.**

Sick Leave**TRANSFER OF SICK LEAVE**

Classified employees coming to the District from another Kentucky school district or from the Kentucky Department of Education shall transfer accumulated sick leave to the District.

SICK LEAVE DONATION PROGRAM

Under procedures developed by the Superintendent, classified employees who have accrued more than fifteen (15) days of sick leave may request to transfer sick leave days to another employee who is authorized to receive the donation. The number of days donated shall not reduce the employee's sick leave balance to less than fifteen (15) days.

Classified employees are eligible to receive donated days if they meet the criteria established in procedures.

Any sick leave not used shall be returned on a proportionate/pro-rated basis to employees who donated days.

AFFIDAVIT

Upon return to work, a classified employee claiming sick leave must file a personal affidavit or a certificate of a physician stating that the employee was ill or that the employee was absent for the purpose of attending to a member of his immediate family who was ill.¹

REFERENCES:

- ¹KRS 161.155, Sec. 2
- KRS 161.152
- OAG 79-148
- OAG 93-39
- Family & Medical Leave Act of 1993

RELATED POLICIES:

- 03.22322
- 03.2233
- [03.2236](#)
- [03.2237](#)
- 03.273 (Retirement Compensation)